

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that I have recently changed my mailing address. Please update your records accordingly.

****New Address:****

[Your New Address]
[City, State, Zip Code]

Effective [Date of Change], all correspondence should be sent to my new address. If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]